

## Information Technology Project Management Policy

Adopted by the Information Services Board (ISB) on May 20, 1999.

Effective: May 20, 1999

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### Purpose

Perhaps no activity has greater impact on the potential for success of an Information Technology (IT) project than sound project management. This policy addresses the most fundamental level of activity needed to ensure that agencies monitor and evaluate project activity and contractor performance to ensure the desired end results are achieved.

### Statutory Authority

The provisions of RCW 43.105.041 detail the powers and duties of the ISB, including the authority to develop statewide or interagency information services and technical policies, standards and procedures.

### Scope

This policy applies to all executive and judicial branch agencies and educational institutions, as provided by law, that operate, manage, or use IT services or equipment to support critical state business functions.

### Exemptions

None.

### Policy

It is ISB policy that agencies shall ensure that IT projects are conducted in a disciplined, well-managed, and consistent manner that promotes the delivery of quality products completed on time and within budget. It shall be accomplished through the hiring of experienced project managers or through training.

### Related Guidelines

[Project Management Guidelines](#)

## **Maintenance**

Technological advances and changes in the business requirements of agencies will necessitate periodic revisions to policies, standards, and guidelines. The Department of Information Services is responsible for routine maintenance of these to keep them current. Major policy changes will require the approval of the ISB.